

TO: SOUTHERN NEVADA DISTRICT BOARD OF HEALTH DATE: May 23, 2013

RE: Approval of Revised classification specifications for Disease Surveillance & Vital Records Manager (Schedule 29, \$83,137.60 - \$115,980.80); Disease Surveillance Supervisor (Schedule 26, \$71,344.00 - \$99,528.00); Health Records Assistant, (Schedule 12, \$34,819.20 - 48,630.40) and Senior Health Records Assistant (Schedule 16, \$42,785.60 - \$59,696.00); and, New classification specifications for Senior Vital Records Assistant and Senior Environmental Health Certification Assistant (both Schedule 16, \$42,785.60 - \$59,696.00); and Vital Records Assistant and Environmental Health Certification Assistant (both Schedule 12, \$34,819.20 - 48,630.40)

PETITION #15-13

That the Southern Nevada District Board of Health approve revisions to classification specifications for Disease Surveillance & Vital Records Manager (Schedule 29, \$83,137.60 - \$115,980.80); Disease Surveillance Supervisor (Schedule 26, \$71,344.00 - \$99,528.00); Health Records Assistant, (Schedule 12, \$34,819.20 - 48,630.40); and Senior Health Records Assistant (Schedule 16, \$42,785.60 - \$59,696.00) ; and New classification specifications for Senior Vital Records Assistant and Senior Environmental Health Certification Assistant (both Schedule 16, \$42,785.60 - \$59,696.00); and Vital Records Assistant and Environmental Health Certification Assistant (both Schedule 12, \$34,819.20 - 48,630.40).

PETITIONERS:

Kelly Brinkhus, Acting Human Resources Administrator *KB*
Elaine Glaser, Director of Administration *EG/ES.*
John Middaugh, MD, MPH, Chief Health Officer *JM*

DISCUSSION:

In anticipation of the reorganization and transitioning of the Health Cards program, the following program changes are proposed:

- (1) Vital Records component will be placed under the Community Health Division's Office of Epidemiology;**
- (2) Food Handler component will integrate into the Environmental Health Certification program; and**
- (3) Health Records cashiering and records management component will be placed in the proposed Business Group in the Administrative Services.**

The District and SEIU have collaborated to determine the most effective process for restructuring and reallocation of employees. Human Resources is working to ensure employees are placed according to their skill set and preferences. The changes reflected on the revised and new classification specifications are the integration of the job duties and responsibilities for the applicable programs.

FUNDING:

No additional funding is required for these changes.

DISEASE SURVEILLANCE AND VITAL STATISTICS MANAGER

DEFINITION

To direct, manage, supervise, and coordinate the programs and activities of the Office of Epidemiology (OOE) Disease Surveillance (DS) and Vital Records (VR) Programs; coordinate assigned activities with other District programs, divisions and outside agencies; and to provide responsible and complex administrative support to the OOE Medical Epidemiologist and Director of Community Health.

SUPERVISION RECEIVED AND EXERCISED

- Receives direct supervision from the Medical Epidemiologist and/or designated head of Epidemiology.
- Exercises direct and indirect supervision over professional and clerical staff in the DS and VR programs.

EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES – *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Oversee daily activities of OOE DS and VR programs
- Develop, direct and review the work plan for OOE DS and VR staff
- Assign work activities, projects and programs; review and evaluate staff, products, methods and procedures; identify and resolve problems
- Recommend personnel actions such as hiring, coaching and development, disciplinary actions/dismissals within the sections; conduct and/or approve performance appraisals as appropriate
- Coordinate, plan and conduct outbreak investigations and disease surveillance
- Design and evaluate protocols, data collection instruments and data management tools for use in conducting disease surveillance and vital records management
- Ensure appropriate customer services for distribution and/or registration of burial permits, birth certificates, and death certificates
- Guide the development and implementation of quality assurance procedures for the OOE DS and VR staff
- Oversee the collection of service fees by vital records
- Plan, develop and monitor the expenditures and budget for each section
- Assist in analyzing epidemiologic data, interpreting the results to identify communicable disease patterns in the community; help to develop control, intervention and prevention strategies
- Serve on committees and working groups within the District to assist with development and implementation of District wide programs; represent the District on external committees and working groups; accept leadership roles when appropriate
- Relay critical information collected by the DS and VR programs to appropriate parties.
- Prepare technical and other informational reports
- Prepare and deliver oral presentations in various settings
- Review and edit health alerts, newsletters and other educational materials prepared by lower level staff
- Apply for grants and manage grant funded programs
- Participate in responding to public and media inquiries regarding foodborne illnesses and communicable diseases, excluding HIV/AIDS, STDs and TB
- Review records requests for conformity to state and federal laws and prepare records to fulfill the requests
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods, procedures and staff
- Assure appropriate security to protect medical records, legal documents, birth and death certificates, from unauthorized access

SOUTHERN NEVADA HEALTH DISTRICT
Disease Surveillance and Vital Statistics Manager (Continued)

- Assure maintenance of 24/7/365 communicable disease event response
- Negotiate and resolve sensitive, significant and controversial issues
- Perform related duties and responsibilities as required

QUALIFICATIONS

Knowledge of:

- Epidemiologic investigative principles, practices, and procedures
- Data analysis and database and document management as applied to vital records management and disease surveillance
- Operations, services and activities of a public health agency
- Quality improvement principles and techniques
- Analysis and evaluation of programs, policies, procedures and operational needs
- Modern office procedures and methods, computer software (including statistical and data management software), and computer equipment.
- Principles of supervision, training, and performance evaluations.
- Principles and practices of budget preparation, monitoring and administration
- Pertinent Federal, State, and local laws, codes and regulations
- Principles of grant development, implementation and management.

Ability to:

- Interpret and analyze the significance of medical, health, and other data obtained from a variety of sources
- Provide administrative and professional leadership and direction
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain cooperative working relationships
- Apply quality assurance and quality improvement processes
- Prepare and manage budgets
- Lead disease surveillance and response activities
- Manage complex public health projects
- Select, supervise, organize, train, and review the work of professional and support personnel
- Maintain confidentiality

Training and Experience Guidelines

Training:

- Bachelor's degree from an accredited college or university with significant coursework in epidemiology, public health, or another field related to the work. A Master of Public Health is highly desirable.

Experience:

- Four years of supervisory or management experience with an emphasis in public health program development and administration of a communicable disease-related epidemiology program, preferably within the last five years. A master's degree from an accredited college or university in a biological science, public health, epidemiology or a field related to the work may substitute for one year of supervisory experience.

SOUTHERN NEVADA HEALTH DISTRICT
Disease Surveillance and Vital Statistics Manager (Continued)

Working Conditions:

- May perform District services with individuals having various disease exposures.
- May be required to drive a vehicle.
- Required to use computers for an extended period of time.

License or Certificate:

- Possession of, or ability to obtain, an appropriate, valid Nevada driver's license.

Conditions:

All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency. New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.

FLSA Exempt

Bargaining Unit Ineligible

Schedule 29

Approved by the Board of Health on 5/23/13

DRAFT

DISEASE SURVEILLANCE SUPERVISOR

DEFINITION

Coordinate disease surveillance activities and the implementation of control measures; conduct special projects including their design, implementation, analysis, and evaluation; direct supervision of the Disease Investigation and Intervention Specialists.

SUPERVISION RECEIVED AND EXERCISED

- Receives general direction from the Disease Surveillance and Vital Records Manager.
- Exercises direct supervision of the Disease Investigation and Intervention Specialist staff.
- Serves as the Acting Manager in absence of the Disease Surveillance and Vital Records Manager.

EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES – *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Supervise Disease Investigation and Intervention Specialists and clerical staff within the program.
- Interview and train staff, and conduct performance evaluations.
- Coordinate and conduct disease surveillance, and control activities.
- Provide technical guidance to Health District Staff and EPI Staff.
- Develop and direct specific projects related to the department.
- Serve on committees and working groups both within and outside the Health District.
- Prepare reports on program and investigative activities; review reports, including epidemiology related analysis prepared by lower level staff.
- Evaluate and revise protocols for disease surveillance and control; create new protocols as needed.
- Make presentations to the medical community and the general public.
- Respond to calls from the medical community, the general public, and others that exceed the routine within the scope of lower level staff.
- Review alerts and newsletters prepared by lower level staff.
- Participate in budget development and oversight.
- Participate in public health education and prevention programs.
- Assist with grant writing and monitoring of grant funded programs.
- Serve as coordinator of disease outbreak investigation teams.
- Ensure adherence to safe work practices and procedures.
- Assist the Manager with emergency operations.
- Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Epidemiologic investigative principles, practices, and procedures.
- Communicable diseases and other public health surveillance, transmission, prevention, and control methods.
- Operations, services and activities of a Health Department Epidemiology Unit.
- Modern office procedures, methods and computer equipment.
- Principles of supervision, training, and performance evaluations.
- Pertinent Federal, State, and local laws, codes and regulations.

SOUTHERN NEVADA HEALTH DISTRICT
Disease Surveillance Supervisor (*Continued*)

Ability to:

- Supervise, train, and evaluate staff.
- Interpret and analyze the significance of medical, health, and other data obtained from a variety of sources.
- Organize, and review the work of professional and clerical personnel.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Maintain confidentiality.
- Communicate clearly and concisely, both orally and in writing.
- Maintain a professional demeanor in all circumstances.
- Monitor progress on ongoing projects.
- Respond to requests and inquiries from the general public.
- Interview cases in order to determine demographic, medically relevant information and risk factor data.
- Use a computer proficiently.
- Use computer based statistical and database management software.

Training and Experience Guidelines

Training:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in nursing, biology, microbiology or health related field.

Experience:

- Four years of increasingly responsible experience in a health related field, including two years of experience in communicable disease surveillance and investigation. One year of lead experience is preferred. A master's degree from an accredited college or university in Public Health or Epidemiology may be substituted for one year of experience.

Working Conditions:

- May perform District services with individuals having various disease exposures.
- May be required to drive a vehicle.
- Required to use computers for an extended period of time.

License or Certificate:

- Possession of, or ability to obtain, an appropriate, valid Nevada driver's license.

Conditions:

All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency. All employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.

FLSA Exempt
Bargaining Unit Eligible
Schedule 26

HEALTH RECORDS ASSISTANT

DEFINITION

Provides support to the Business Group, to the general public and to the District employees by providing the capture, indexing, storage and retrieval of a variety of official records and documents.

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from higher level Senior Health Records Assistant or supervisory staff.
- May or may not exercise functional supervision over lower level staff.

EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES – *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills*

- Provide program support duties such as assisting program clientele in person and on the telephone; answer telephones, take messages and relay factual information to others as requested.
- Screen the supervisor's calls, assessing the relative importance of each call; respond to requests for information; defuse irate clients/callers who may have been referred by lower level staff;
- Coordinate communications between the supervisor and other professional and administrative staff both within and outside the work unit; receive and relay sensitive information related to District activities, personnel and clients; provide explanations regarding established policies and procedures.
- May provide input into the development of work standards, unit processes, creation and maintenance of database tables for indexing, quality checks indexing, and fixes incorrect indices.
- Conduct complex records searches and locates official program records and documents.
- Reproduces copies of official documents or other associated documents utilizing departmental computerized imaging system.
- Resolves various problems and discrepancies related to records management. Coordinates with vendors on problem solving issues.
- Promotes use of the imaging system by training and assisting users.
- Validates requests for official documents in conformance with established departmental procedures, policy and applicable laws, codes and regulations.
- Stores official documents into filing system; pulls completed documents and prepares documents for scanning and microfilming; moves documents from one location to another.
- Identifies all documents associated with projects for proper storage and retrieval.
- Scans and microfilms documents using imaging systems hardware and software.
- Makes correct settings and calibrations of equipment to ensure highest possible image quality. Indexes scanned images to imaging system database application in conformance with established procedures and policies.
- May complete cash transactions with customers for requested documents; operate a cash drawer to receive funds; prints receipts, and balances a cash drawer each day.
- Assist in the preparation of a variety of reports and the creation of spreadsheets
- Type, proofread and review a variety of documents and forms, reports memoranda; enter a variety of departmental data into a computer terminal; retrieve data as requested; operate printer and other computer peripherals.
- Perform a variety of record keeping duties such as filing and maintaining ledgers, logbooks and bookkeeping records; enter updated materials as required.
- Cleans and maintains all imaging and microfilm equipment; operate a variety of office machines.
- Maintain general office supplies; reorder as necessary.
- Perform related duties and responsibilities as required.

SOUTHERN NEVADA HEALTH DISTRICT
Health Records Assistant (Continued)

QUALIFICATIONS

In addition to the knowledge and abilities required at lower levels:

Knowledge of:

- Functions and operation of an administrative office and/or program area.
- Modern office procedures, methods and computer equipment.
- Principles and procedures of filing and record keeping.
- Business letter writing and basic report preparation.
- Basic principles and procedures of bookkeeping.
- English usage, spelling, grammar and punctuation.
- Basic math.

Ability to:

- Interpret and apply complex rules, regulations, policies and procedures to specific problems and situations.
- Communicate clearly and concisely, both orally and in writing.
- Understand and follow oral and written instructions.
- Proficiently complete internet research assignments.
- Establish and maintain cooperative working relationships
- Compile and analyze records, and descriptive information from forms, applications, spreadsheets, and other materials
- Learn operational characteristics and activities of assigned program.
- Perform simple mathematical calculations.
- Receive inquiries and respond to complaints from staff and program clients.
- Operate standard office machines and computer equipment.

Training and Experience Guidelines:

Training:

- Graduation from high school or equivalent education
- Intermediate competency in Microsoft Word, basic competency in Excel
- Minimum typing speed of 40 net words per minute

Experience:

- Two years of clerical and administrative support experience with a minimum of six months of experience with the Southern Nevada Health District as an Administrative Assistant I.

SPECIAL NOTES AND REQUIREMENTS:

Some positions require specialized skills, experience, certification or other requirements which will be identified by the hiring authority at the time of recruitment.

Conditions:

All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency. New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.

Bargaining Unit Eligible
FLSA Nonexempt
Schedule 12

SENIOR HEALTH RECORDS ASSISTANT

DEFINITION

Provides lead direction, planning and coordination of other records staff and senior level technical support to the general public and District employees by providing the capture, indexing, storage and retrieval of a variety of official records and documents.

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from assigned supervisor or manager.
- May exercise supervision over assigned lower level staff.

EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES – *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills*

- Lead, oversee, plan, and review the work of assigned lower level staff; provide staff training; work with employees to correct deficiencies; explain program policies and procedures; follow-up to ensure coordination and completion of assigned work meets the required timelines and standards of quality.
- Screen the supervisor's calls, assessing the relative importance of each call; respond to requests for information; defuse irate clients/callers who may have been referred by lower level staff;
- Coordinate communications between the supervisor and other professional and administrative staff both within and outside the work unit; receive and relay sensitive information related to District activities, personnel and clients; provide explanations regarding established policies and procedures.
- May work with confidential documents; conduct complex records searches and locates official program records and documents.
- Provides input into the development of work standards, unit processes, creation and maintenance of database tables for indexing, quality checks indexing, and fixes incorrect indices.
- Provides information regarding records to the general public, as well as District staffs at a service counter or over the telephone.
- Reproduces copies of official documents or other associated documents utilizing departmental computerized imaging system.
- Resolves various problems and discrepancies related to records management. Coordinates with vendors on problem solving issues.
- Promotes use of the imaging system by training and assisting users. Develops methods of improving efficiencies to take advantage of information technology.
- Validates requests for official documents in conformance with established departmental procedures, policy and applicable laws, codes and regulations. Documents and logs official documents.
- Store official documents into filing system; pulls completed documents and prepares documents for scanning and microfilming; moves documents from one location to another.
- Identifies all documents associated with projects for proper storage and retrieval. Scans and microfilms documents using imaging systems hardware and software.
- Makes correct settings and calibrations of equipment to ensure highest possible image quality. Indexes scanned images to imaging system database application in conformance with established procedures and policies.
- Reproduces plans and other documents back to original size, utilizing various printer hardware and software.
- Participates in the creation and maintenance of program records destruction procedures.
- Prepare a variety of report information; record and calculate mileage totals; record and tally attendance totals.

SOUTHERN NEVADA HEALTH DISTRICT
Senior Health Records Assistant (Continued)

- Type, proofread and review a variety of documents and forms, reports memoranda; enter a variety of departmental data into a computer terminal; retrieve data as requested; operate printer and other computer peripherals.
- May operate a cash drawer to receive funds; issue appropriate receipts; count and balance cash daily.
- Perform a variety of record keeping duties such as filing and maintaining ledgers, logbooks and bookkeeping records; enter updated materials as required.
- Cleans and maintains all imaging and microfilm equipment. Operate a variety of office machines including a fax machine, photocopier, adding and calculating machine, computer terminal, postage scale and postage-metering machine.
- Maintain general office supplies; reorder as necessary.
- Perform related duties and responsibilities as required.

QUALIFICATIONS

In addition to the knowledge and abilities required at lower levels:

Knowledge of:

- Functions and operation of an administrative office and/or program area.
- Modern office procedures, methods and computer equipment.
- Principles and procedures of filing and record keeping.
- Business letter writing and basic report preparation.
- Basic principles and procedures of bookkeeping.
- English usage, spelling, grammar and punctuation.
- Basic math.

Ability to:

- Interpret and apply complex rules, regulations, policies and procedures to specific problems and situations
- Analyze problems and develop creative solutions
- Train and oversee the work of lower level staff
- Implement production goals, work performance standards and specific processes and procedures required to complete projects and ongoing assignments
- Receive and respond to inquiries involving complex and sensitive issues which directly impact section staff, operations and activities
- Research, compile and analyze records, and descriptive information from forms, applications, spreadsheets, and other materials
- Communicate clearly and concisely, both orally and in writing.
- Learn operational characteristics and activities of assigned program.
- Coordinate communications with other work groups, both within and outside the District
- Perform simple mathematical calculations.
- Operate standard office machines and computer equipment.
- Understand and follow oral and written instructions.
- Proficiently complete internet research assignments.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

SOUTHERN NEVADA HEALTH DISTRICT
Senior Health Records Assistant (Continued)
Training and Experience Guidelines:

Training:

- Graduation from high school or equivalent education. Associate degree preferred.

Experience:

- Three years of progressively relevant work experience with a minimum of one year of experience as a District Administrative Assistant II or Health Records Lead Assistant preferred. Must be proficient in Microsoft Word and Excel, with basic competency in Access. Typing speed of 50 words per minute required.

SPECIAL NOTES AND REQUIREMENTS:

Some positions require specialized skills, experience, certification or other requirements which will be identified by the hiring authority at the time of recruitment.

Conditions:

All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.

Bargaining Unit Eligible
FLSA Nonexempt
Schedule 16

SENIOR VITAL RECORDS ASSISTANT

DEFINITION

To lead, oversee, and participate in the more complex and difficult work of staff responsible for processing and providing vital records to the public; to provide leadership at the outlying offices; and to perform a variety of technical tasks related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from the assigned Supervisor or Manager.
- Exercises functional and technical supervision over lower level clerical staff.

EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES – *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Lead, oversee, assign and review the work of assigned lower level staff; provide guidance and staff training; work with employees to correct deficiencies; explain program policies and procedures.
- Ensure minimum staffing levels at the assigned location and maintain time, attendance records.
- Answer inquiries on procedures, rules and regulations pertaining to the dissemination of vital records; compose non-technical correspondence in response to inquiries; perform routine administrative duties.
- Assist the public with acquisition of vital records; register and sell birth and death certificates; notarize affidavits.
- Review death certificates for completeness, cause of death and necessary signatures; register all county deaths; sign burial permits; make certified copies of death certificates to be distributed to funeral homes, customers, coroner's office and vital records office.
- Interact with other agencies; schedule appointments; arrange meetings
- Prepare and maintain accurate files and records; process incoming mail; type monthly billing lists; perform back-up clerical services.
- Assist Supervisor with budget preparation.
- Prepare monthly activity reports.
- Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Principles of lead supervision and training
- Laws, rules, regulations, policies and procedures for processing vital records
- Operations, services and activities of the vital records program
- Medical terminology pertinent to successful job performance
- Microcomputer commands and functions
- Basic accounting principles and practices
- Modern office procedures, methods and computer equipment
- English usage, spelling, grammar and punctuation
- Basic mathematical principles

Ability to:

- Train assigned staff.
- Type at a speed necessary for successful job performance.
- Respond to requests and inquiries from the general public.

SOUTHERN NEVADA HEALTH DISTRICT
Senior Vital Records Assistant (Continued)

- Maintain confidentiality.
- Work independently in the absence of supervision.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Training and Experience Guidelines

Training:

- Equivalent to the completion of the twelfth grade

Experience:

- Four years of vital records experience and one year of experience as a District Health Records Lead Assistant preferred. Must be proficient in Microsoft Word and Excel. Typing speed of 50 words per minute required.

License or Certificate:

- Possession of, or ability to obtain, an appropriate, valid Nevada driver's license
- Possession of, or ability to obtain, certification as a Deputy Registrar in the State of Nevada
- Possession of, or ability to obtain, certification as a Notary Public in the State of Nevada

Conditions:

All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.

Bargaining Unit Eligible
FLSA non-exempt
Schedule 16

Approved by Chief Health Officer and Human Resources Administrator on **XXXX**

SENIOR ENVIRONMENTAL HEALTH CERTIFICATION ASSISTANT

DEFINITION

To assist the public in acquiring required health cards and certifications for food handling, pools and other programs as needed.

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from the environmental health certification supervisor and division manager
- Exercises functional and technical supervision over lower level certification staff

EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES – *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Answer inquiries on procedures, rules and regulations pertaining to the dissemination of health cards and pool certifications; compose non-technical correspondence in response to inquiries; perform routine administrative duties
- Lead, oversee, and review the work of assigned lower level staff; provide staff training; work with employees to correct deficiencies; explain policies and procedures in the certification program
- Ensure minimum staffing levels at the assigned location
- Complete the data entry necessary to complete the health card and certification application process
- Operate camera and lamination machine to process photo identification requests
- May proctor a required video, or testing, for applicants of the health card or pool certifications
- Prepare and maintain accurate files related to all food handler and pool certifications
- Travel to rural areas to process health cards (if required)
- Perform other duties and responsibilities as needed

QUALIFICATIONS

Knowledge of:

- Modern office procedures, methods and computer equipment
- Principles and procedures of record keeping
- English usage, spelling, grammar and punctuation
- Excellent customer service

Ability to:

- Type at a moderate speed to ensure efficient and accurate job performance
- Respond to requests and inquiries from the general public
- Learn policies and procedures for processing health cards and certifications
- Learn medical and science terminology pertinent to successful job performance
- Maintain confidentiality at all times
- Enter data into various software programs at a speed necessary for efficient and accurate job performance
- At minimum have a proficient skill level in Microsoft Word
- Operate modern office equipment
- Understand and follow both written and oral instructions
- Communicate clearly and concisely in oral and written form
- Establish and maintain effective working relationships with peers and the public

SOUTHERN NEVADA HEALTH DISTRICT
Senior Environmental Health Certification Assistant (Continued)

Training and Experience Guidelines

Training:

- Equivalent to the completion of the twelfth grade

Experience:

- Four years of health records experience
- Computer typing speed of 45 words per minute
- Proficient skill level in Microsoft Word

License or Certificate:

- Possession of, or ability to obtain, an appropriate, valid Nevada driver's license
- Possession of, or ability to obtain, certification as a Deputy Registrar in the state of Nevada

Conditions:

All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.

Bargaining Unit Eligible
FLSA non-exempt
Salary Schedule 16

VITAL RECORDS ASSISTANT

DEFINITION

To assist the public in acquiring birth certificates, death certificates, and other vital records; and to serve as a notary public for Clark County. This position provides a broad variety of clerical, secretarial and administrative support duties in Vital Records. Work involves recurring tasks that require following standardized sequential steps, processes or procedures. Positions at this level do not supervise lower level staff.

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from the Senior Vital Records Assistant or supervisory staff.

EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES – *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Assist the public with the acquisition of vital records.
- Sell, type and register birth and death certificates; fill out affidavits.
- Send information letters to home birth parents.
- Review death certificates for completeness, cause of death, medical terminology and necessary signatures.
- Register all county deaths; sign burial permits; make certified copies of death certificates to be distributed to funeral homes, customers, coroner's office and vital records department.
- Provide program support duties such as assisting program clientele in person and on the telephone; answer telephones, take messages and relay factual information to others as requested by the supervisor.
- Data entry into Vital Records systems such as WebVR and others.
- Interacting with other agencies; schedule appointments; arrange meetings.
- Provide routine administrative support by maintaining records and files, entering data in computer equipment/software; summarize data as required for reports; search specific sites on the Internet for factual information as directed.
- Perform related duties and responsibilities as required.

QUALIFICATIONS

In addition to all knowledge and abilities required at the level I:

Knowledge of:

- Standard office procedures such as filing, typing, duplicating materials, answering telephones
- Electronic mail message receiving and sending
- Telephone etiquette
- Correct English usage, grammar and punctuation; proper spelling of commonly used words
- Medical Terminology pertinent to success job performance
- Operation of computers and other office machines; Microsoft Word
- Basic math
- Reading skills sufficient to understand information and materials related to the assignment

Ability to:

- Maintain a high level of confidentiality
- Type at a speed necessary for successful job performance.
- Respond to requests and inquiries from the general public.
- Learn policies and procedures for processing vital records.

SOUTHERN NEVADA HEALTH DISTRICT
Administrative Assistant II – Vital Records (Continued)

- Learn medical terminology pertinent to successful job performance.
- Learn basic microcomputer commands and functions.
- Learn to operate modern office equipment.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Training and Experience Guidelines

Training:

- Graduation from high school or equivalent education
- Intermediate competency in Microsoft Word, basic competency in Excel
- Minimum typing speed of 45 words per minute

Experience:

- Two years of clerical and administrative support experience

License or Certificate:

- Possession of, or ability to obtain, an appropriate, valid Nevada driver's license.
- Possession of, or ability to obtain, certification as a Deputy Registrar in the state of Nevada.

Conditions:

All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.

Bargaining Unit Eligible
FLSA Non-Exempt
Schedule 14

ENVIRONMENTAL HEALTH CERTIFICATION ASSISTANT

DEFINITION

To assist the public in acquiring required health cards and certifications for food handling, pools and other programs as needed.

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from the supervisor and the division manager.

EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES – *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Assist the public in obtaining Clark County required health cards or certifications by accepting, reviewing and ensuring completeness of applications for food and beverage handlers, pool operators, pool technicians and pool technician apprentices
- Complete the data entry necessary to complete the health card and certification application process
- Operate camera and lamination machine to process photo identification requests
- May proctor a required video, or testing, for applicants of the health card or pool certifications
- Prepare and maintain accurate files related to all food handler and pool certifications
- Travel to rural areas to process health cards (if required)
- Perform other duties and responsibilities as needed

QUALIFICATIONS

Knowledge of:

- Modern office procedures, methods and computer equipment
- Principles and procedures of record keeping
- English usage, spelling, grammar and punctuation
- Excellent customer service

Ability to:

- Type at a moderate speed to ensure efficient and accurate job performance
- Respond to requests and inquiries from the general public
- Learn policies and procedures for processing health cards and certifications
- Learn medical and science terminology pertinent to successful job performance
- Maintain confidentiality at all times
- Enter data into various software programs at a speed necessary for efficient and accurate job performance
- At minimum have a proficient skill level in Microsoft Word
- Operate modern office equipment
- Understand and follow both written and oral instructions
- Communicate clearly and concisely in oral and written form
- Establish and maintain effective working relationships with peers and the public

SOUTHERN NEVADA HEALTH DISTRICT
Environmental Health Certification Assistant (Continued)

Training and Experience Guidelines

Training:

- Equivalent to the completion of the twelfth grade

Experience:

- One year of general clerical or customer service experience required
- Computer typing speed of 40 words per minute
- Proficient skill level in Microsoft Word.

License or Certificate:

- Possession of, or ability to obtain, an appropriate, valid Nevada driver's license

Special Requirements:

- Must be able to travel overnight to an outlying area for the purpose of processing health cards

Conditions:

All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.

Bargaining Unit Eligible
FLSA non-exempt
Salary Schedule 12